

New Mexico Oil and Gas Unified Online Filing User Manual

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Preface

Welcome to the New Mexico Oil and Gas Unified Online Filing Website. This website is your one stop resource for all New Mexico Oil and Gas Tax and Royalty Filing. The remainder of this document will cover how to manage your new account and use this website to access the various Royalty Filing functions.

Introduction

The New Mexico Taxation and Revenue Department is please to present our updated Online Tax Reporting process. We assure all our remitters that only the front end of this reporting process has been changed, which will provide a better overall filing experience. Our main objective is to keep up with the current online reporting technology while improving our tax online reporting process. We did make four processing changes which are noted below:

Online Reporting Enhancements

1. Filers will have full control of their “password” and have the ability to reset it at their convenience.
2. Filers will have the capability to view more details and a longer history of reported files.
3. Filers can now file for multiple OGRIDs, and will not have to logout then log back in to change their OGRID.
4. Filers can now update their Company Account Information.

Getting Started

The following details are written to assist all royalty online filers in preparing and submitted their New Mexico State Land Office royalty reports directly online. This application allows remitters to submit their Royalty or Tax returns via an online web interface or through a CSV file. If you wish to file using a CSV file please contact the appropriate agency and read through the new filer packet available on the ONGARD website.

Other programs that can be accessed from this portal are the Tax Natural Gas Processor Filing (NGPT), the ‘Status and History’ for Royalty and Tax returns as well as additional Royalty Filing and Reporting activities. These include Suspense, Payment History, Reported Detail History and Outstanding Payments reports.

Login Page

Prerequisite

Each filer must have a Sender Id (Username). If you don’t have one, please use the filer support page to contact an agency representative:

Tax Filing Support

<http://web.ongard.state.nm.us/Home/TRD/TRDSupport.aspx>

Royalty Filing Support

<http://web.ongard.state.nm.us/Home/SLO/SLOSupport.aspx>

Once an account is created for you, the ONGARD Service Center will email you instructions to activate your Online Filing account.

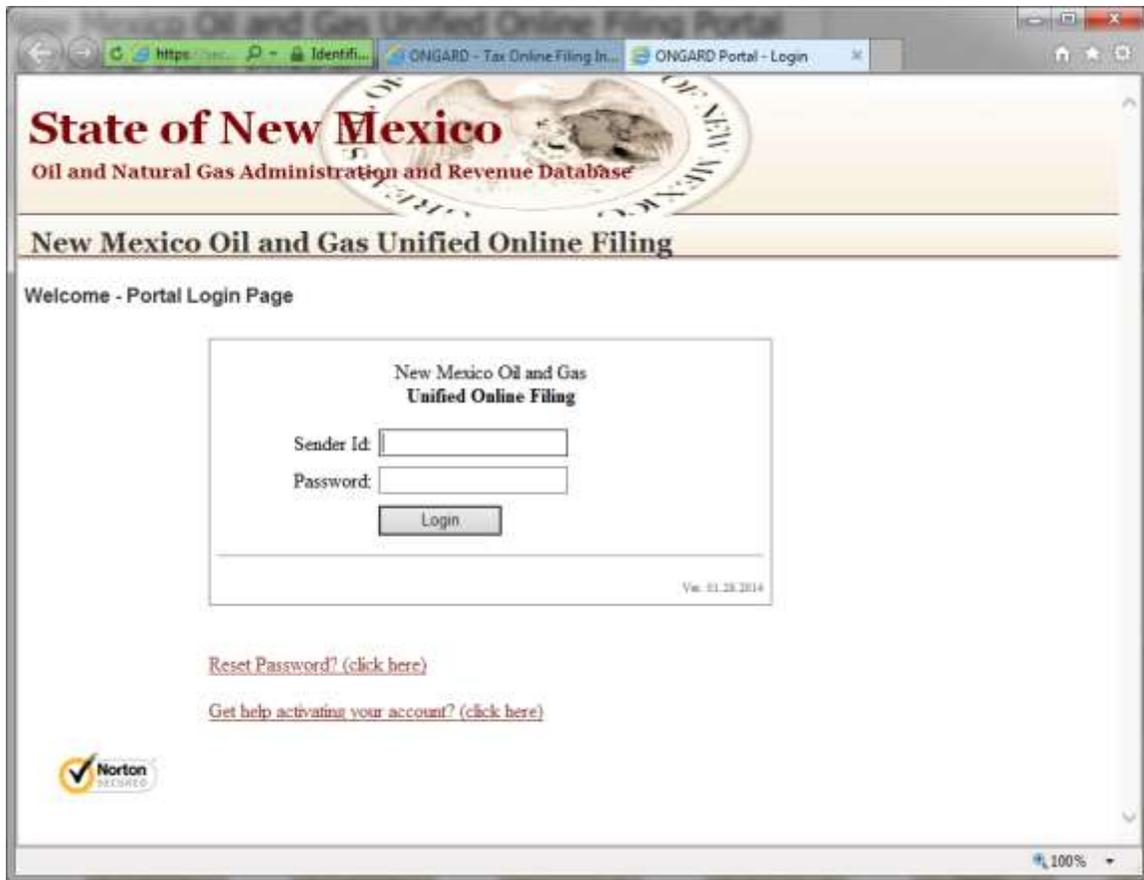
Login

Login using the following steps:

1. Enter your Sender Id
2. Press Tab
3. Enter your Password
4. Click the “Go” button

Login Issues

If you have forgotten your password type your Sender Id into the ‘Sender Id’ textbox and click the ‘Reset Password’ link below the login button. This will send you an email allowing you to reset your password.



Selecting a Filing Activity:

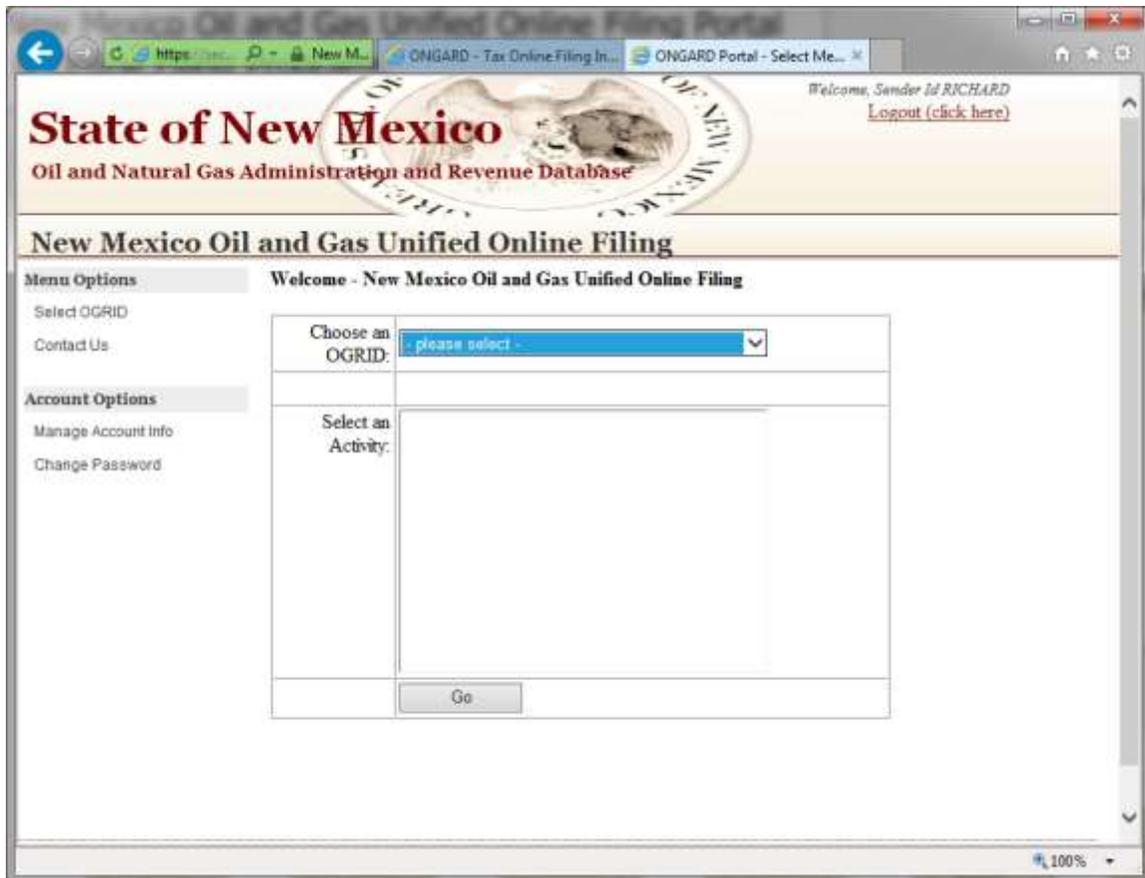
After successfully logging-in you will be directed to the New Mexico Oil and Gas Unified Online Filing website's welcome screen. From this screen you can access the Tax and Royalty Services currently permitted for your OGRID(s).

Select OGRID

The first menu option called "Select OGRID", will allow you to choose your OGRIDs and then launch the desired filing activity. You will only see the list of OGRIDs you have been granted permission to, and then only the list of approved filing activities for those OGRID(s).

To Select an OGRID and Process Activity

1. Using the drop down Select the reporting Ogrid.
 - a. Once the OGRID selection is made the main menu options will appear.
2. Make your menu / action selection by placing the cursor over the menu title and Click the button on your mouse.
3. Click on the Go button.



State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Welcome, Sander Jd RICHARD
[Logout \(click here\)](#)

New Mexico Oil and Gas Unified Online Filing

Menu Options

- Select OGRID
- Contact Us

Account Options

- Manage Account Info
- Change Password

Welcome - New Mexico Oil and Gas Unified Online Filing

Choose an OGRID:

Select an Activity:

Go

Activities include the New Mexico Tax and Royalty Filing, query past filing data and various royalty specific reports.

Contact Us

We are here to serve you on any reporting or system error questions. Listed below are staff members to be contacted by state agency.

The screenshot shows a web browser window with the following content:

- Header:** State of New Mexico Oil and Natural Gas Administration and Revenue Database. Welcome, Sender Id RICHARD. Logout (click here)
- Section:** New Mexico Oil and Gas Unified Online Filing
- Menu Options:** Select OGRID, Contact Us
- Account Options:** Manage Account Info, Change Password
- Contact Us:**
 - Royalty Online Filing Contacts:**

Agency Contact	Phone Number	E-mail
Cindy Melton (Primary)	(505) 827-5747	CMelton@slo.state.nm.us
Kim Gabaldo (Secondary)	(505) 827-5854	K.Gabaldo@slo.state.nm.us
 - Taxation and Revenue Online Filing Contacts:**

Agency Contact	Phone Number	E-mail
Maureen Pasquier (Primary)	(505) 827-0806	Maureen.Pasquier@state.nm.us
Carl Lujan (Secondary)	(505) 827-0812	Carl.Lujan@state.nm.us
- Footer:** [FAQ](#) | [User Manual](#)

Manage Account Information

You can now update your account information directly online. You may update all fields with the exception of the Sender Id and Company. Once completed you should receive the message noted on the following screen.

The screenshot shows a web browser window with the following content:

- Browser Tabs:** "ONGARD - Tax Online Filing In...", "ONGARD Portal - Account L..."
- Page Header:** "State of New Mexico Oil and Natural Gas Administration and Revenue Database". A welcome message: "Welcome, Sender Id RICHARD Logout (click here)".
- Section Header:** "New Mexico Oil and Gas Unified Online Filing".
- Menu Options:** "Selected OGRID", "Contact Us".
- Account Options:** "Manage Account Info", "Change Password".
- Manage Account Information:**
 - Text: "If any of this information is incorrect, please contact [State Land Office](#) or the [Taxation & Revenue Department](#) for assistance."
 - Sender Id: **RICHARD**
 - Company: TRD-OSC (Test Account)
 - First Name: Richard
 - Middle Name: [Empty]
 - Last Name: Byrne
 - Phone: 505-827-5555
 - Fax: [Empty]
 - Primary Email: ongard_helpdesk@state.nm.us
 - Additional Notification Email: [Empty]
 - Secondary Contact Name: [Empty]
 - Secondary Phone: [Empty]
 - Password Expires: In 177 Days
 - Please Notify SLO of my changes (used for sending out notices).
 - Save button
- Footer:** "FAQ | User Manual".

After saving your account information you will be redirected back to the welcome screen, and should see a message with the success of the update.



Change Your Password

Filers may change their own password.

1. To change your password, click on the 'Change Password' menu option located on the left-hand side of the screen under the "Account Options" sub-heading.
2. Type your Current Password
3. Tab and Enter New Password
 - a. note passwords must have
 - i. One number

- ii. One Upper Case Letter
 - iii. One Lower Case character.
4. Confirm New Password: Enter your new password again.
5. Click on the “Save” button to complete the password change.

The screenshot shows a web browser window with the following content:

- Browser tabs: "New M...", "ONGARD - Tax Online Filing In...", "NewApplication - Welcome".
- Address bar: "https://www.ongard.nm.gov/".
- Page Header: "State of New Mexico Oil and Natural Gas Administration and Revenue Database".
- User Greeting: "Welcome, Sender Id: RICHARD" with a "Logout (click here)" link.
- Section Title: "New Mexico Oil and Gas Unified Online Filing".
- Page Subtitle: "Change Password".
- Menu Options: "Select OGRID", "Contact Us".
- Account Options: "Manage Account Info", "Change Password".
- Message: "Your password must be reset in 177 days.".
- Sender Information: "Sender Id: RICHARD", "Last Password Update: 1/28/2014".
- Form Fields: "Current Password:" (text box), "New Password:" (text box), "Confirm New Password:" (text box).
- Note: "Note: A password must contain at least One Number, at least One Lower-Case letter, at least One Upper-Case letter.".
- Buttons: "Save".
- Footer: "FAQ | User Manual".
- Zoom: "100%".

Notice the system has a password security measurement bar, continue your password until the color Green is reached. This is an indicator of a good password.



FAQ - Frequently Asked Questions

A FAQ is provided on the bottom of every page in the application.

Click on this FAQ Message indicator to review some of the frequently asked questions associated to this process.

If your question is not listed, contact us and we'll assist you. Please use the [Contact US](#) list noted above.

The screenshot shows a web browser window with the following content:

- Browser tabs: "ONGARD - Tax Online Filing In..." and "ONGARD Portal - FAQ".
- Address bar: "https://... New M...".
- Header: "State of New Mexico Oil and Natural Gas Administration and Revenue Database".
- Right side: "Welcome, Sander Id RICHARD Logout (click here)".
- Main heading: "New Mexico Oil and Gas Unified Online Filing".
- Left sidebar menu:
 - Menu Options: Selected OGRID, Contact Us.
 - Account Options: Manage Account Info, Change Password.
- Main content area: "Frequently Asked Questions (FAQ)" with three Q&A pairs:
 - Q: I reset my password on the old Oil and Gas Unified Online Filing, does that change my password on this one?
A: No, the account to log in to this application is completely different from the old application.
 - Q: I installed the certificate for the old Oil and Gas Unified Online Filing, does that mean I don't have to install a certificate for this one?
A: No, this application is on a different server, and has it's own certificate you must install.
 - Q: How long do I stay logged in on the New Mexico Oil and Gas Unified Online Filing?
A: You will stay logged in for six hours. After that time you will be required to log in. This remains true even if you close your browser window. To completely log out of the ONGARD Portal application click the 'Logout' link in the top right hand corner of the screen.
For any menu option you choose from the portal, you will automatically logged out after you close the browser window.
- Footer: "If you experience an problems, please do not hesitate to let us know. We have made every effort to make this application, more robust and user freindly than the one it replaces. We hope you find that is the case. Still have a question? [Contact Us \(click here\)](#)".
- Bottom center: "FAQ | [User Manual](#)".
- Bottom right: "100%" zoom level.

User Manual

To access this document from the application use the 'User Manual' link at the bottom of any page after you are logged in.

Logout

To properly exit the application and verify you are logged out click the 'Logout' link located on the top right-hand side of the screen. Make sure you received the logout message noted below before you leave the ONGARD Unified Filing system.

